

## GENERAL INFORMATION

### **Briefs:**

**Two (2) copies of all briefing on motions and letter briefs requesting relief (excluding appendices, declarations, affidavits and exhibits) must be filed with the court.**

Any party seeking to exceed the page limitation for briefs must await the approval of the court before filing the brief.

**Format:** All briefs and memoranda shall be double-spaced, with 1 inch margins, left justification, and Times New Roman 12 pt. font. To the extent paper copies of briefs, memoranda, and/or appendices are filed with the Court, they shall be firmly bound (preferably spiral) at the left margin.

### **Summary Judgment Practice:**

No party shall be permitted to file any motion for summary judgment prior to the commencement of the 16.2(b) Scheduling Conference. If the parties anticipate the need to file a motion for summary judgment prior to the 16.(b) conference, a party must seek leave of court by filing a letter, exclusive of exhibits, or no more than three (3) pages. The responding party shall file within five (5) days from date of service an answering letter of no more than three (3) pages. The party seeking to file the summary judgment motion may then file a reply letter of no more than two (2) pages within three days from date of service of the answering letter.

### **Stipulations:**

The reason(s) for the requested relief **must** be outlined in the body of the Stipulation, otherwise the parties must submit a letter outlining the reasons for the sought after relief.

### **Courtroom Dimensions:**

Square Footage of Courtroom 4A: 2,331 sq. ft.

Height: 14 ft.